Carbondale Campus End User Business Processes

PROCESS – Evaluation of Student Employee Process

Process: Follow this process to evaluate a student employee job performance.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* http://eforms.siu.edu/

Actions:

Responsible Party	Action
Department	1. Determines the need to evaluate a student employee based upon Student Employment policies. Completes the *Evaluation of Student Employee* form. Obtains the signatures of the supervisor, the Dean/Director/Chair and the student employee. Makes one copy of the form for departmental records and provides a copy to the student employee. Submits the form to Student Employment Services in the Financial Aid Office.
Student Employment Services/Financial Aid Office	2. Files the *Evaluation of Student Employee* form in the employee's file.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing an *Evaluation of Student Employee* form for the purpose stated above.

A list of the documentation required to process an evaluation form for the purpose stated above follows.

Form   Source

Evaluation of Student Employee form   *http://eforms.siu.edu/siuforms/info/fao1001.html*

Departments should keep a copy of the completed form. A copy will not be returned from Student Employment Services after processing.